



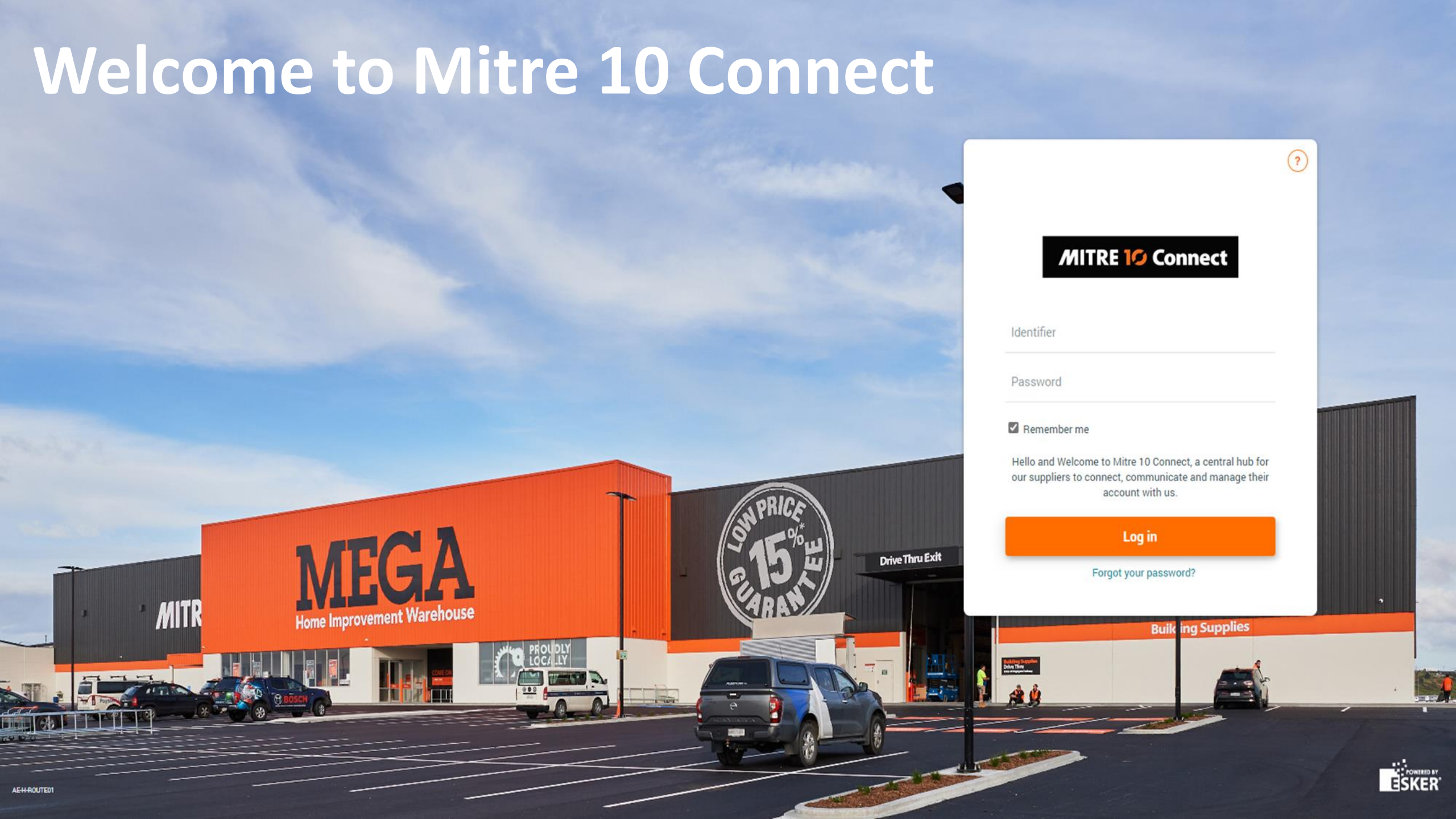
National Supplier Cutover

Mitre 10 Connect – Supplier Login user guide

September 2023



Welcome to Mitre 10 Connect



MITRE 10 Connect

Identifier

Password

Remember me

Hello and Welcome to Mitre 10 Connect, a central hub for our suppliers to connect, communicate and manage their account with us.

Log in

[Forgot your password?](#)

MITRE 10

MEGA
Home Improvement Warehouse

PROUDLY
LOCALLY

LOW PRICE
15%
GUARANTEE

Drive Thru Exit

Building Supplies

Building Supplies
Drive Thru

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Logging in as the – Vendor Account Manager



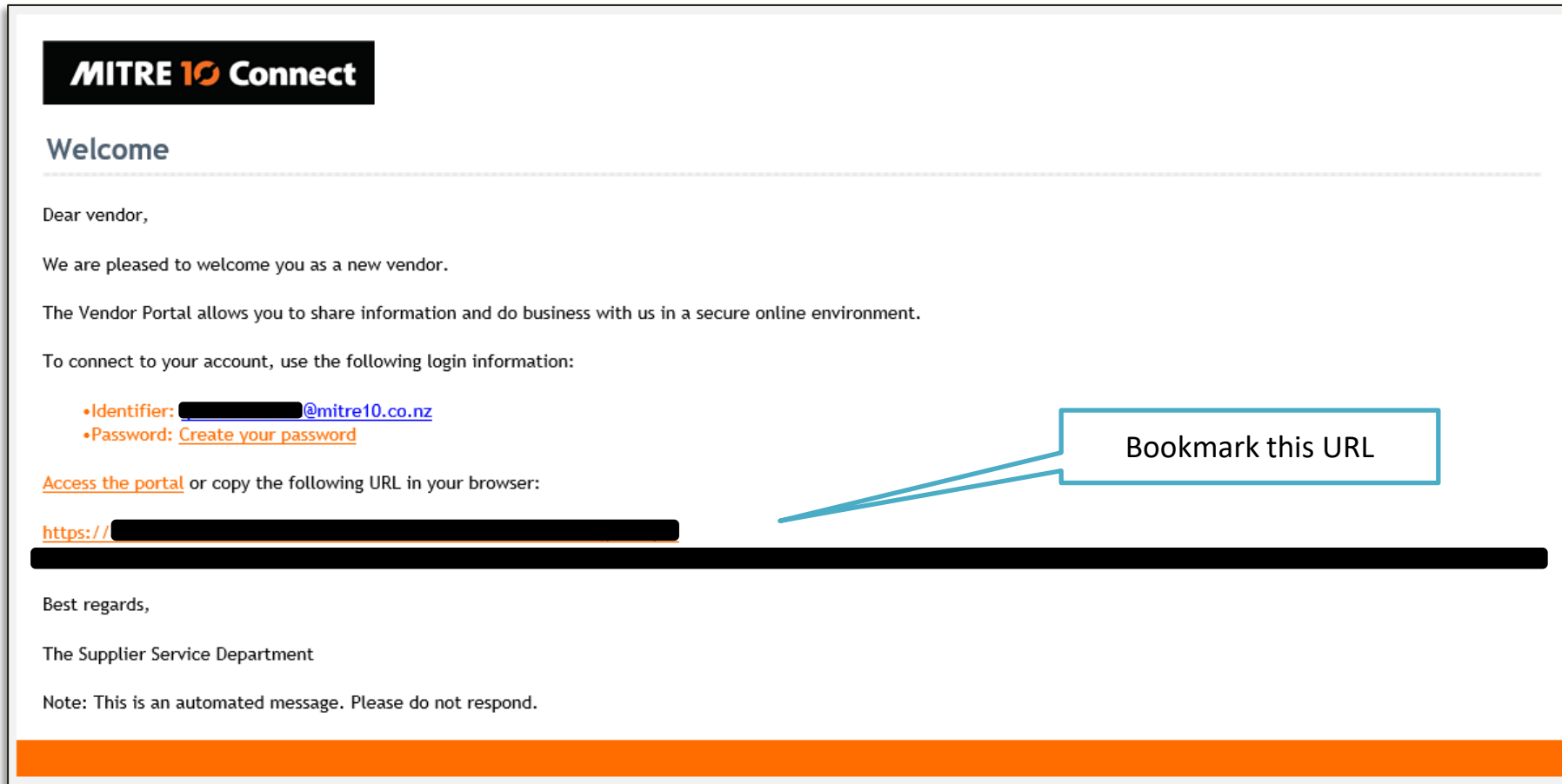
Supplier (vendor) Contact Profiles

- You have been created as the **vendor account manager** for your organization
- This is an important role as it allows you to **manage and create new users** and assign their profile which will allow access and visibility to specific functions on the portal
- There are **4 profiles** which you can assign to the new user you create, depending on the role and visibility they require:

Profile	See Invoices they submit	See all invoices	See all orders	Add users for the same vendor
Vendor – Account Manager	Yes	Yes	Yes	Yes
Vendor – Invoicing Manager	Yes	Yes	No	No
Vendor – Order Manager	Yes	No	Yes	No
Vendor – Invoicing and Order Manager	Yes	Yes	Yes	No

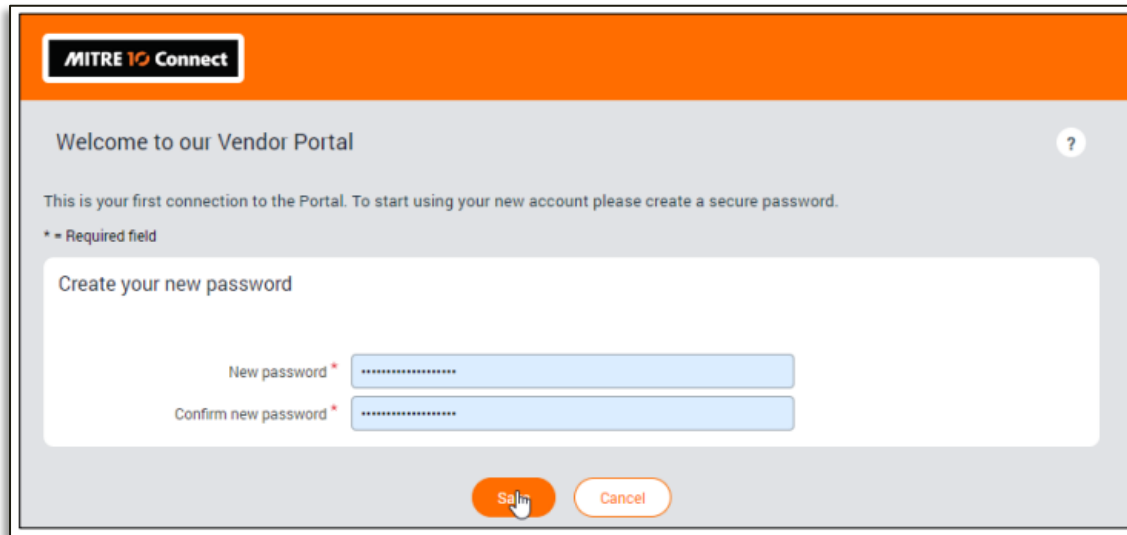
Welcome email

- You will receive a system generated email to inform you that “*Your account has been created*”
- This will contain your login credentials and the URL to the vendor portal
 - **NB: This URL is unique to you – please bookmark this URL**



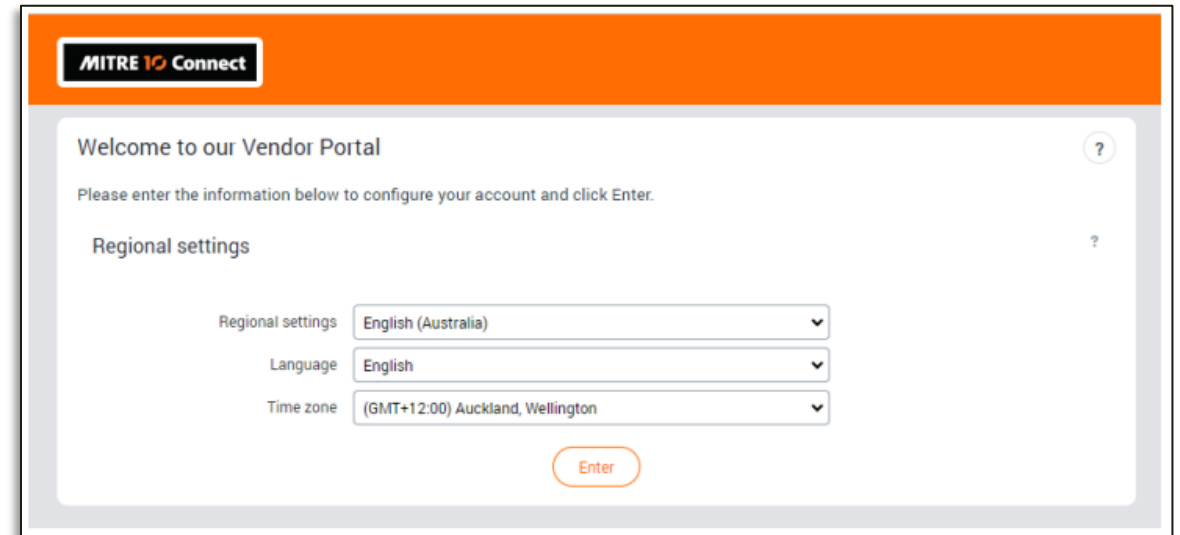
Password creation

- Click on the “[Create your password](#)” link, or the URL provided and follow the prompts to create your password:



The screenshot shows the MITRE 10 Connect Vendor Portal. The header is orange with the MITRE 10 Connect logo. Below the header, it says "Welcome to our Vendor Portal" with a help icon. A message states: "This is your first connection to the Portal. To start using your new account please create a secure password." A legend indicates "* = Required field". The main form area is titled "Create your new password" and contains two input fields: "New password *" and "Confirm new password *", both with masked characters. At the bottom, there are "Save" and "Cancel" buttons.

- Select your regional and language settings



The screenshot shows the MITRE 10 Connect Vendor Portal. The header is orange with the MITRE 10 Connect logo. Below the header, it says "Welcome to our Vendor Portal" with a help icon. A message states: "Please enter the information below to configure your account and click Enter." The main form area is titled "Regional settings" with a help icon. It contains three dropdown menus: "Regional settings" (English (Australia)), "Language" (English), and "Time zone" (GMT+12:00) Auckland, Wellington). At the bottom, there is an "Enter" button.

Dashboard (Landing page)

- The **Dashboard** is the landing page for the vendor portal workspace and provides a summary overview of all order and invoice transactions, high priority announcements and basic reporting information. The conversation overview provides a latest view of all email correspondence between the supplier and the M10 accounts payable support team, relating to orders and invoices.
- All counters (transactional data) will be **zero** until activity happens after logging in.

The screenshot shows the MITRE 10 Connect Vendor Portal Dashboard. The top navigation bar includes 'Home', 'Orders', 'Invoices', 'Helpdesk', 'Reports', 'Store directory', 'Team directory', 'Announcement view', 'Document library', and 'Blocked invoices'. A search bar and a 'Vendor Portal' dropdown are also present. The main content area features a 'Dashboard' section with 'SUBMIT AN INVOICE' and 'SUPPLIER HUB - CLICK HERE FOR MORE INFO' buttons. A 'Message carousel' displays a 'New Store Opening' announcement. Below this are 'My orders' and 'My invoices' sections with various counters. The 'My invoices' section shows a total of \$500 and categories like 'Invoices pending approval', 'Invoices pending payment', 'Paid invoices', and 'Rejected invoices'. There are also sections for 'Immediate Priority Announcements' and 'High Priority Announcements'. At the bottom, there are 'Invoicing history', 'Order history', and 'Supplier blocked invoices' sections, along with a 'Conversations' section showing a list of email messages. A 'Reports' section is also visible with a bar chart showing 'Number of records, Sum of Total net amount' for 'Order date'.

Workspace

Account Profile – with new Business Partner number

Access Supplier Hub here

Message carousel

Counters

Immediate and High priority Announcements

Conversations

Reports